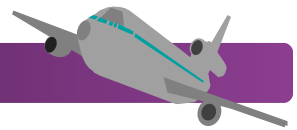
Defense Travel System Finance Functions

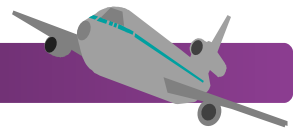
Ms. Angela Cook
(703) 607-1498, ext. 36
25 Feb 99

Major Roles and Responsibilities



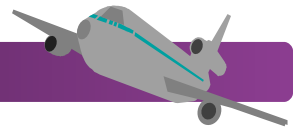
- Authorizing Officials
- Certifying Officers and Other Accountable Officials
- Responsibility
- Accountability
- Legal Liability
- Relief of Accountability
- Review Officials

Authorizing Official



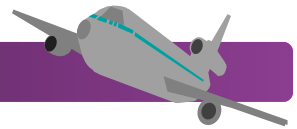
- **Responsible for the mission**
- **Determines when travel is necessary in support of the mission**
- **Authorizes travel request submitted by travelers**
- **Manages funds available in support of travel**
- **Approves/disapproves elements of trip request**

Authorizing Official



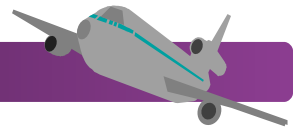
- **Assigns line of accounting (LOA) to trip request**
- **Authority to authorize travel and funds**
- **Must have Digital Signature certificate**

Authorizing Official



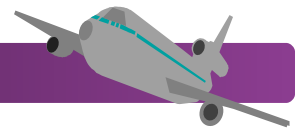
- **May operate as a certifying officer for payment of travel claims**
- **Must be appointed in writing**
- **Limited pecuniary liability**

Authorizing Official



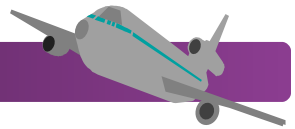
- **Relies on:**
  - **CUI computation module**
  - **DoD Policies**
  - **Budget Module and LOA established by Defense Travel Administration**
  - **Embedded Internal Controls**
  - **Training**

Certifying Officers



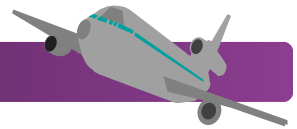
- **Must be designated in writing**
- **Can also serve as an Authorizing Official**
- **Certifies claims for payment**
- **Uses electronic certification**
- **Ensures supporting documents are retained by Traveler**
- **Can not certify their own travel**
- **Should not certify incomplete, improper or doubtful claims**
- **Limited pecuniary liability**

Other Accountable Officials



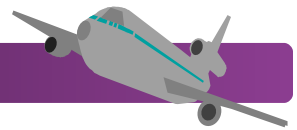
- **Must be designated in writing**
- **Support Certifying Officers**
- **Potential pecuniary liable for erroneous payments resulting from their actions**
- **Accountable Officials are:**
  - **Agency Program Coordinators responsible for travel card program**
  - **Authorizing Officials responsible for authorizing travel orders**

Other Accountable Officials



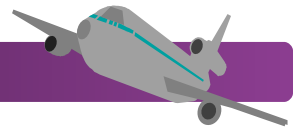
- **Defense Travel Administrators responsible for maintenance of travel funds and data**
- **Disbursing Officers responsible for making payments**
- **Travelers responsible for propriety of claims and maintaining receipts for 6 years, and three months**

Certifying Officers/Authorizing Officials Responsibility



- **Ensure that Payments are:**
  - **Legal and proper**
  - **Properly authorized**
  - **Represented by a legal obligation and funds are available**
  - **Travel Authorizations are accurately prepared**
  - **Reasonable in support of mission**
  - **Supporting documents are retained for audits**

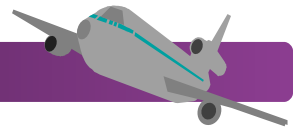
Accountability



Certifying officers are held accountable for:

- **Using reasonable care**
- **Prudent judgment**
- **Using all resources available to them to verify payments**

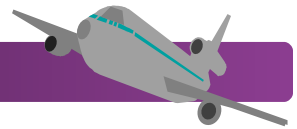
Legal Liability
31 U.S.C. 3528



Certifying Officers not Liable if:

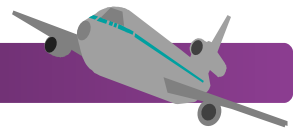
- Certification based on official records
- Exercise due diligence and good judgment
- Obligation incurred in good faith
- No laws prohibited payment
- Government received value for payment

Legal Liability



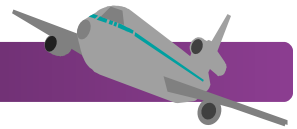
- **Liability is limited to one months compensation or the amount of the erroneous payments less any collections**
- **Relief from liability may be granted by the DFAS centers**

Relief from Liability



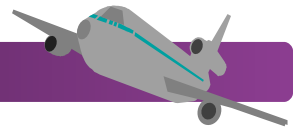
- **Investigation must be conducted**
- **Facts should determine negligence**
- **Individuals involved must prove non-negligence**
- **Individuals must also try to recoup recovery from recipient**

Review Officials



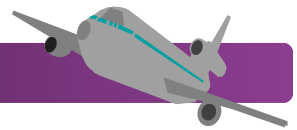
- **Must be appointed in writing**
- **Conducts Post Payment Reviews of certified payments**
- **Can not be an Accountable/Certifying Official/Disbursing Officer**
- **Can not supervise Certifying or Disbursing Officers**

Defense Accounting and Disbursing Systems



- **Objective**
- **Interface Overview**
- **Travel X12 Transaction Sets**

DADS Objective

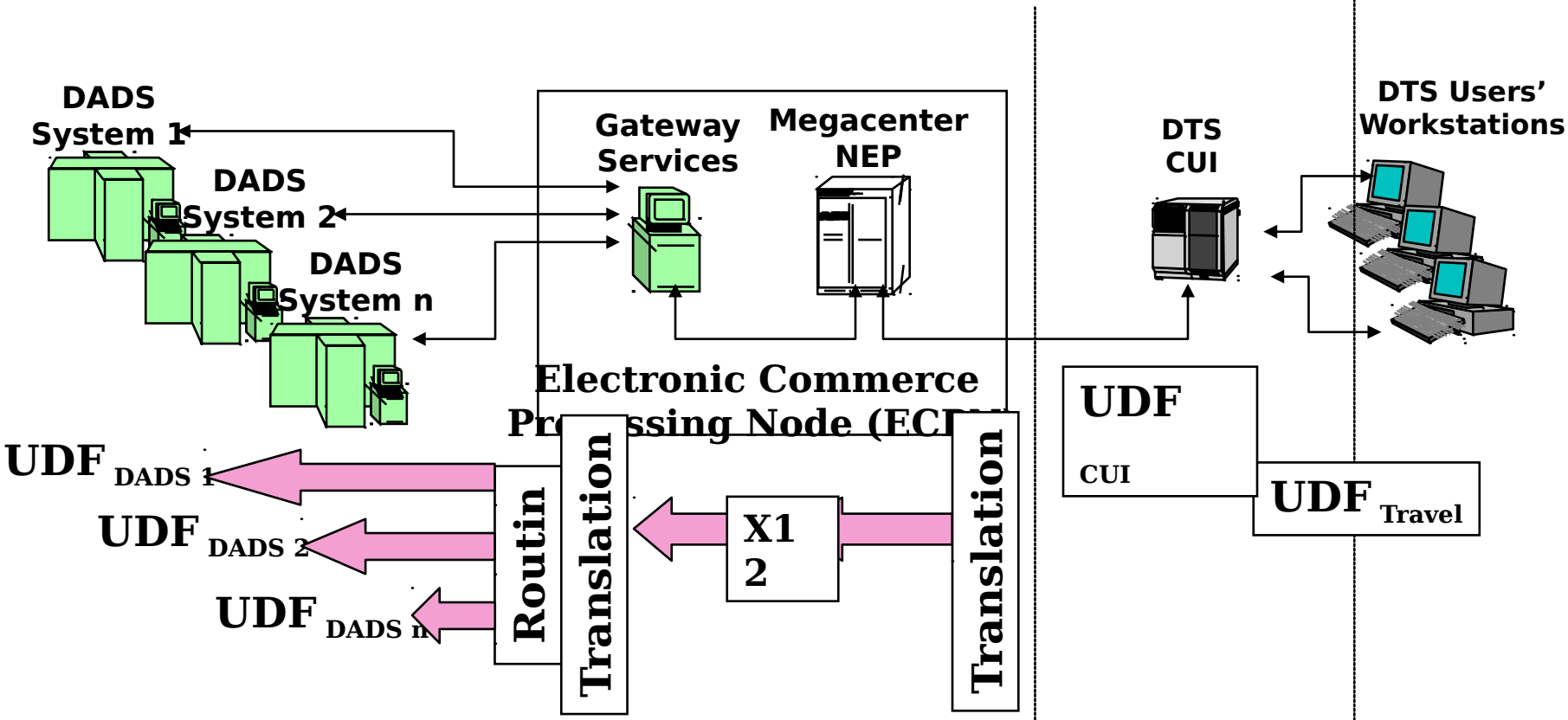


- **Employ a standard format for transmitting and receiving financial data to the various DFAS, Service and Agency accounting and disbursing systems using EC/EDI.**

- **As of today, travel obligations and invoices will be sent to potentially 45 accounting and disbursing systems.**

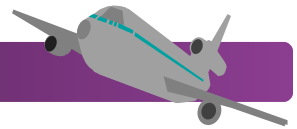
- **Objective from a travel perspective: one format (X12), one destination (DoD EDI infrastructure).**

EDI Interface to DADS



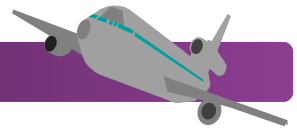
DADS = DoD Accounting and Disbursing Systems

Travel X12 Transaction Sets



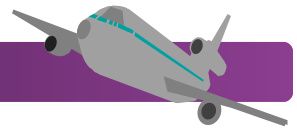
- **821 Financial Information Reporting**
  - **Obligation of Funds and Adjust Obligation. (Travel Order)**
- **810 Invoice**
  - **Payment. (Settlement Voucher)**
- **820 Remittance Advice**
  - **Acknowledge payment. (Settlement Payment)**
- **824 Application Advice**
  - **Pass meaningful exception messages to originator.**

DTA Finance Overview



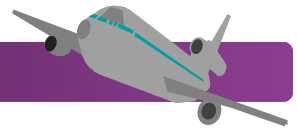
- DTA Responsibilities
- Fund Control process
- Accounting Classifications
- Establishing Budget Module

DTA Finance



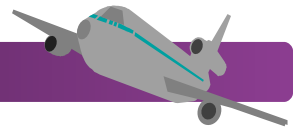
- **Responsibilities:**
  - **Establish and maintain LOAs**
  - **Establish, review and update the funding authority contained in the organization's Budget Modules (Check book)**
  - **Provide commanders, resource managers (RMs) and AOs with accurate reports on Budget Module balances as requested**
  - **Reconcile Budget Module balances with official accounting records**

DTA Finance



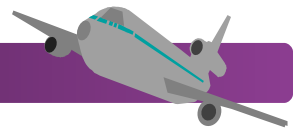
- **Responsibilities (Cont):**
  - **Ensures DTS transactions properly update official accounting records**
  - **Will serve as point of contact for correcting errors associated with financial data**
- **Fund Control**
  - **Monitor funds to ensure funds received are only used for authorized purposes IAW governing laws**

DTA Finance



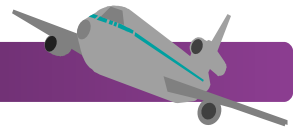
- **Fund Control (Cont):**
  - **Focal point to ensure Budget Modules are established with correct funding targets**
  - **Ensure changes in funding are recorded promptly and accurately in Budget Modules**
  - **Ensure continuous monitoring and analysis of Budget Modules to identify problems that may need management attention**

DTA Finance



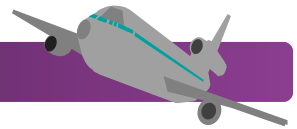
- **Accounting Classifications**
  - **All targets must be coded with a complete accounting classification**
- **Establishing Budget Module**
  - **Financial DTA will establish and maintain separate Budget Modules for each AO**
  - **Will ensure all accounting information is correct**

DTA Finance



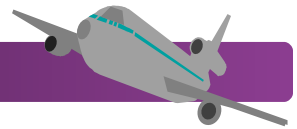
- **Establishing Budget Module (Cont)**
  - **Ensure all funding documents are processed in accordance with local policy**
  - **Load funding and targets to the Budget Module for use by AOs**
  - **Insufficient Funds**
    - ✓**AOs will notify DTA of insufficient funding so DTA can resolve with Resource Manager**
  - **Budget Module review**
    - ✓**DTA should assist unit organizations with review of Budget Module balances as part of the funds control procedures**

DTA Finance



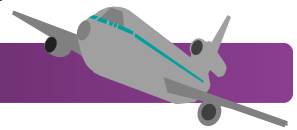
- **Establishing Budget Module (Cont):**
  - ✓**DTA may query fields available in the Budget Module**
  - ✓**Changes in Budget Module data restricted to DTA only**
  - ✓**DTA will advise AOs of any cancellation of funds by an Activity**

DTA Finance Functions



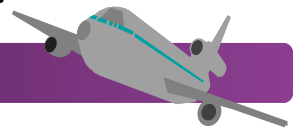
- DTS Budget Module
- LOA Format
- LOA Upload
- LOA Manual Upload
- LOA Process Flow
- Error Codes

DTS Budget Module



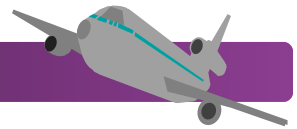
- **Enables AO to manage travel funds**
- **Budget Module operates within the CUI**
- **Maintained as part of the DTA function**
- **Updates based on local fund distribution procedures**

DTS Budget Module



- **Real time funds status**
- **Displays funds available with each authorized trip record**
- **DADS maintain the official record of funds available**
- **Funding targets comes from Fund Control Officer or Budget Director**

Line of Accounting Format



Air Force Line of Accounting Elements Mapped to Travel Manager Accounting Fields

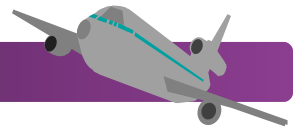
2/12/99

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	ADSN						*													
ACCT 2	DEPT		*	TA			*	FY		*	APPR			*	SL				*	
ACCT 3	FC		*	PY	*															
ACCT 4	OAC		*	OBAN			*	RC/CC						*	BA		*			
ACCT 5	BPAC						*	CDC		*	CC			*	SMC				*	
ACCT 6	EEIC						*	'C'+SC		*										
ACCT 7	ADSN						*	ESP		*										
ACCT 8	JON								*	FM									*	
ACCT 9																				
ACCT 10																				

Field Name	Acronym
Accounting and Disbursing Station Number	ADSN
Department Code	DEPT
Transferring Agency (FMS only)	TA
Fiscal Year	FY
Appropriation Symbol	APPR
Subhead/Limit	SL
Fund Code	FC
Program Year	PY
Operating Agency Code	OAC
Operating Budget Account Number	OBAN

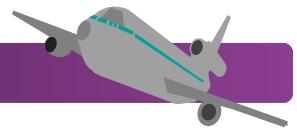
Responsibility Center/Cost Center Codes	RC/CC
Budget Authority	BA
Budget Program Activity Code	BPAC
FMS Case Designator Code	CDC
FMS Country Code	CC
FMS Line Number (Systems Management Code)	SMC
Element of Expense/Investment Code	EEIC
Sales Code (1st pos. "C")	SC
Accounting and Disbursing Station Number	ADSN
Emergency and Special Program Code	ESP
Job Order Number	JON
Fund Control Number/MORD Number	FM

Line of Accounting Upload



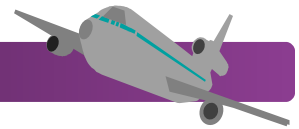
- **Automated upload of LOA will be provided by DFAS**
- **LOA format provided by Services/Agencies**
- **Timeframes based on test dates and system implementation schedules**

Line of Accounting Manual Load



- **Automated utility developed in Microsoft Access**
- **Accounting data entry form developed from LOA criteria**
- **Allows data to be discretely entered**
- **Elements can be controlled from a drop-down box to limit choices**

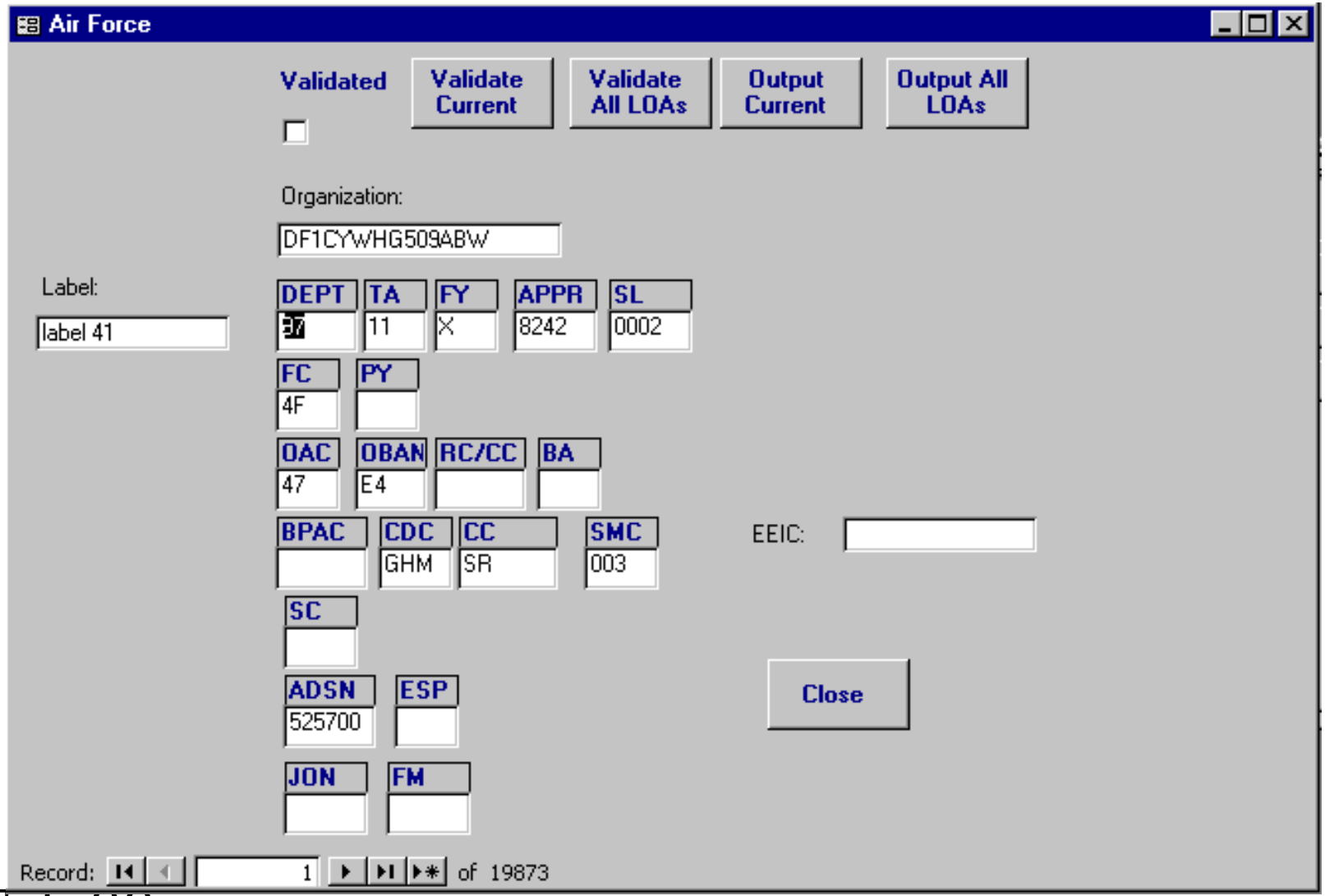
Line Of Accounting Manual Upload



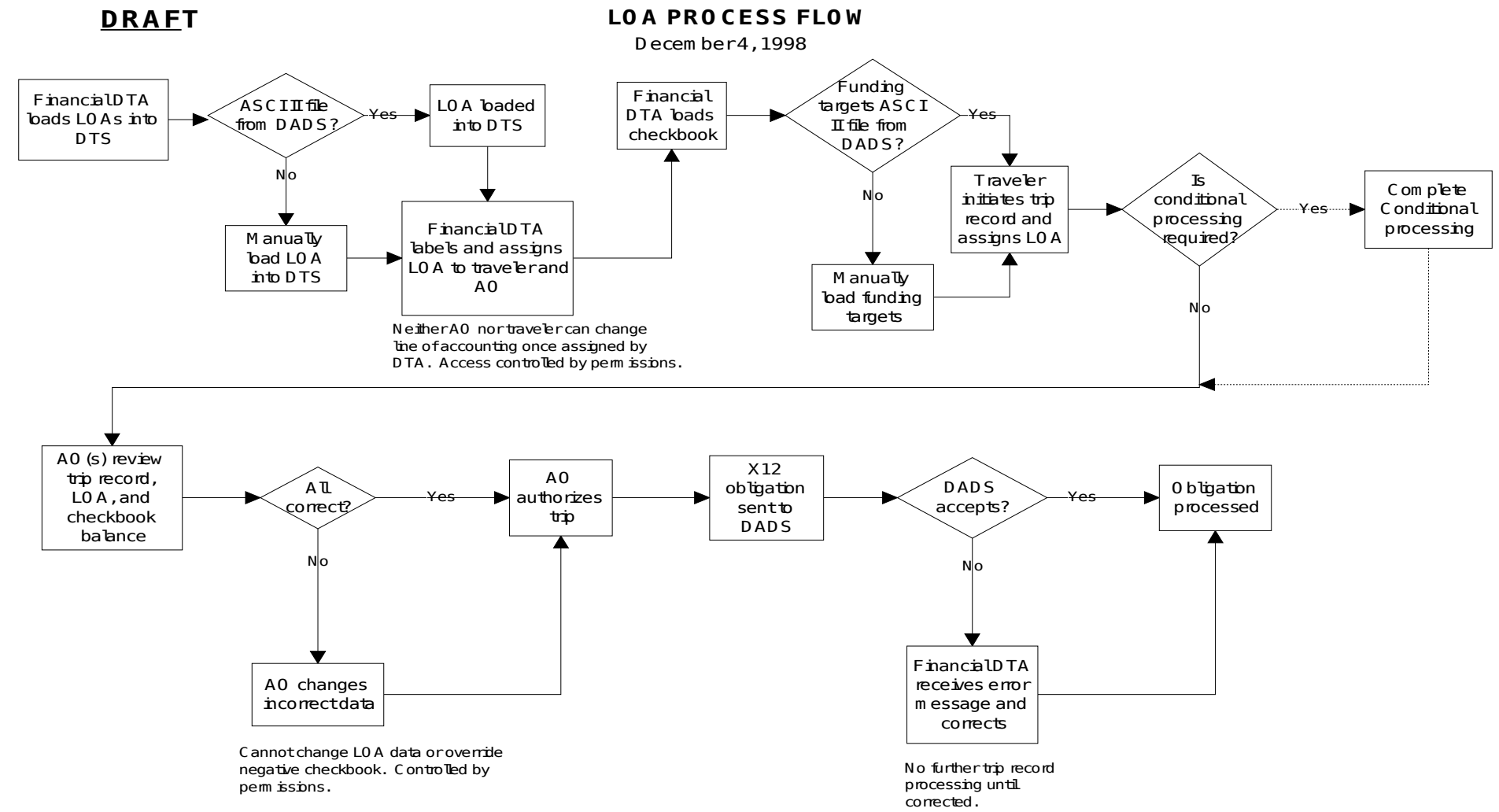
- Edits can be developed in database
- Download ASCII file for importing data into CUI
- Helps reduce manual data entry
- Extremely valuable

Line Of Accounting Manual Upload Input Screen

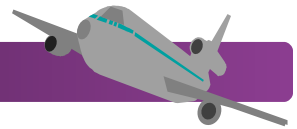
DRAFT



LOA Process Flow

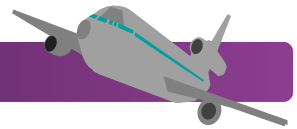

DRAFT
LOA PROCESS FLOW
December 4, 1998
Financial DTA loads LOAs into DTS
ASCII file from DADS?
Yes
No
LOA loaded into DTS
Manually load LOA into DTS
Financial DTA labels and assigns LOA to traveler and AO
Neither AO nor traveler can change line of accounting once assigned by DTA. Access controlled by permissions.
Financial DTA loads checkbook
Funding targets ASCII file from DADS?
Yes
No
Manually load funding targets
Traveler initiates trip record and assigns LOA
Is conditional processing required?
Yes
Complete Conditional processing
No
AO (s) review trip record, LOA, and checkbook balance
All correct?
Yes
No
AO authorizes trip
AO changes incorrect data
Cannot change LOA data or override negative checkbook. Controlled by permissions.
X12 obligation sent to DADS
DADS accepts?
Yes
No
Obligation processed
Financial DTA receives error message and corrects
No further trip record processing until corrected.

Error Codes



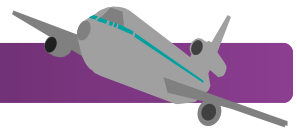
- **Used by DADS in the Defense Travel System**
- **Standard DoD list maintained by PMO**
- **Changes must be submitted in writing to PMO**
- **Routed to travelers and DTA linked to travelers**
- **DTA determines routing structure of errors**

Error Codes



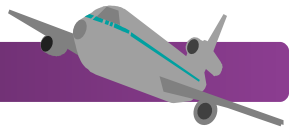
- **E-mail will be as follows:**
  - **Describing problems**
  - **Trip record number**
  - **Word definitions**
- **Error codes passed by DADS to CUI**
- **CUI converts numeric code into plain English**
- **Travel Authorizations are resubmitted after corrections**

Anti-deficiency Act Violations Overview



- **Applicable Laws and Regulations**
- **What constitutes a violation**
- **Actions required if a violation occurs**
- **Penalties for a violation**
- **Roles of DoD Components**

Anti-deficiency Act Violations



Applicable Laws and Regulations

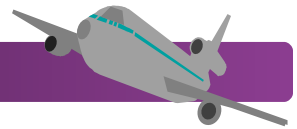
- **Title 31, U.S. Code, Money and Finance**

  Section 1341, Limitations on Expending and Obligating Amounts

  Section 1517, Prohibited Obligations and Expenditures

- **DoD Financial Management Regulations**

Anti-deficiency Act Violations

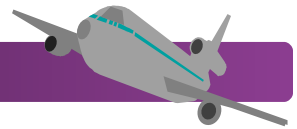


What Constitutes a Violation?

- **Obligating or Expending an amount that exceeds amounts available in an appropriation, a fund, an apportionment, a reapportionment, or an administrative subdivision of funds**

- **Legally committing the government to a contract or incurring an obligation before an appropriation is available**

Anti-deficiency Act Violations



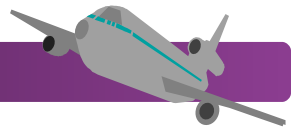
Actions Required If a Violation Occurs

The Head of an Organization Shall:

- **Investigate circumstances surrounding a violation.**

  Report a violation to Head of the DoD Component concerned stating the circumstances and naming the responsible official(s).
- **Submit an interim report to the DoD Comptroller if an investigation cannot be completed within 6 months of discovery.**
- **Submit a memorandum to HQ, DFAS explaining legal basis if there is a final determination that no violation occurred.**

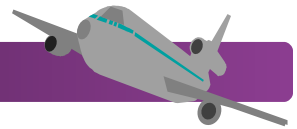
Anti-deficiency Act Violations



Penalties for a Violation

- **Appropriate administrative discipline including a written reprimand, suspension from duty without pay, or removal from office**
- **Appropriate action under the Uniform Code of Military Justice - Military Personnel**
- **A fine up to $5,000, imprisonment for not more than 2 years, or both, if a violation was knowingly and willfully committed**

Anti-deficiency Act Violations

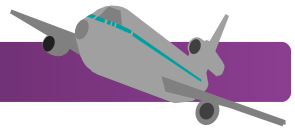


Roles of DoD Components:

When a potential violation is suspected, the military departments and Defense agencies are required to:

- **Initiate an investigation to determine if amounts have been authorized, obligated, or paid in excess of available funds or for unauthorized purposes.**
- **Report progress of an investigation to the Defense Finance and Accounting Service quarterly.**
- **Provide a report (through the DoD chain of command) to the president and the congress if an investigation determines that a violation has occurred.**

Anti-deficiency Act Violations



Roles of DoD Components:

- **The Defense Finance and Accounting Service**

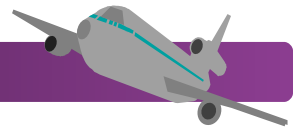
  Maintains a record of and monitors the progress of, investigations of potential violations.

  Reviews and forwards to the DoD Comptroller reports of confirmed violations.

- **The DoD Comptroller**

  Reviews final reports of violations

  Forwards confirmed violations to the President and The Congress.



Questions